

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Field Training

DATE: 29 September 1959

FROM : Advisor on Training Techniques

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SUBJECT: Talk [REDACTED] Concerning Instructor Training

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1. [REDACTED] was here on Thursday and Friday, 24 and 25 September. We had originally requested his services to teach two Instructor training courses on 2 and 16 November respectively. I had informed him by phone that our present schedule would not allow us to free instructors during those dates, but he had requested that he come down to discuss instructor training in general.

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2. I informed [REDACTED] that I was monitoring the lectures of new instructors and would continue this during the running of the OIC. We discussed the possibility of my holding four or five one- or two-hour sessions on specific topics during the fall. I will discuss with [REDACTED] the holding of sessions on the conduct of seminars, role playing, training aids and lesson planning. These would be short and for the entire staff.

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3. [REDACTED] did not seem upset by our change in plans although he was rather non-committal. I do know that he was glad to get out from under the responsibility of one of the weeks as he has some other plans he wanted to carry out.

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WMM:rh